

TELEPHONE CREDIT CARD REQUEST

TYPE CREDIT CARD

REQUESTED:

FTS 2000

COMMERCIAL

(Domestic Use Only)

(International Calls Only)

Telephone credit cards are issued only if this service is necessary for you to effectively perform your duties with the U.S. Department of Education. Please provide your specific justification in the following area:

EMPLOYEE CERTIFICATION

I understand that in accepting a Telephone Credit Card:

- a. I am solely responsible for the credit card.
- b. If my credit card is lost, stolen, or if I leave the Department of Education I will contact Delores Thomas, IRMS/Telecommunications Management Branch, at (202) 708-7261, immediately.
- c. If I no longer need this card for official duties in the Department of Education, I will relinquish my card to my Executive Office, which will forward it to the IRMS, Telecommunications Management Branch, Room 4608, ROB-3.
- d. This credit card is to be used for official government business. Commercial credit cards are limited to the making of international calls only.
- e. I must certify the monthly billing and return it to my Executive Office no later than five (5) working days after its receipt.
- f. My card will be cancelled if I misuse it or fail to meet the above requirements.

EMPLOYEE NAME (PRINTED)

OFFICE TELEPHONE #

HOME TELEPHONE #

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EMPLOYEE SIGNATURE

DATE

OFFICE

EXEC. OFFICER

EXEC. OFFICER

SIGNATURE

TELEPHONE # ()

Mail Original To: Telecommunications Management Branch
Information Resources Management Service
Room 4608, ROB-3,
7th & D Streets, S.W.
Washington, DC 20202-4752

For TMB Use Only

Issued:

Credit Card # _____

Date _____

Initial _____